



July 30, 2003

Dear County Colleagues:

RE: Revised School Readiness Program Funds Request and Fiscal Reporting Forms

The purpose of this packet is to provide you with **revised** School Readiness Program Funds Request and Fiscal Reporting Forms. This package will replace the version that was sent to you in June 2003. Due to feedback from the County Commissions, changes were made, and the School Readiness Program Profile and Activity Report (Form 2B) was eliminated. The information requested in Form 2B is similar to the information that will be collected in the Annual Report. To avoid duplication of data collection efforts, County Commissions will report this information in the Annual Report only. The Annual Report is a separate report with its own reporting forms. They are not included in this package.

The revised "School Readiness Program Funds Request and Fiscal Reporting Forms" contains the following:

1. Revised Report Form Due Dates
2. Frequently Asked Questions
3. Revised instructions on how to complete the forms
4. Annual School Readiness Program Budget Update Form 1A – no changes
5. Request for School Readiness Program Funds and Cash Match Certification Form 1B – no changes
6. County Commission Summary of Request for School Readiness Funds Form 1C – no changes
7. Annual Request for School Readiness Implementation Funds Form 1D – no changes
8. Fiscal Year End Expenditure Report Form 2A – no changes
9. School Readiness Program Directory Information Form 5 – no changes

Please complete an entire set of forms for each approved School Readiness Program in your county that received **FY 02/03 funds**. (Please note, those County Commissions that received only FY 03/04 funds do not have to complete these forms until next year when requesting FY 04/05 First 5 CCFC funds. County Commission that recently submitted a School Readiness Program application and, upon approval, will receive FY 03/04 funds also do not have to complete these forms until next year).

Please send the original and two copies of each to the following address:

First 5 California Children and Families Commission
Mary Anne Riehl-Campos
501 J Street, Suite 530
Sacramento, CA 95814.

If you have any fiscal questions related to this package, please call Lynne Roberts at (916) 323-7593 or lroberts@ccfc.ca.gov; and if you have any program questions, please call Mary Anne Riehl-Campos at (916) 323-2418 or mrriehl-campos@ccfc.ca.gov.

Sincerely,

Joseph P. Munso
Chief Deputy Director

Enclosures